

Fort River School Building Committee  
Meeting 1 - November 30, 2017

Present:

Kristine Royal (Community at large), Nicole Singer (FR teacher), Maria Kopicki (Community at large), Claire McGinnis (Town representative), Jean Fay (Amherst staff member), Eric Nakijima, Jonathan Salvon (FR PGO), Heather Sheldon (SEPAC), Allison Page (Parent), Irene Dujoune (Parent at large), Anthony Delaney (Town Procurement officer), Diane Chamberlain (FR Interim Principal), Michael Morris (Amherst Schools Superintendent).

Discussion around Chair - Interim Potential due to the unknown..

Nicole Singer unanimously elected for Interim Chair.

Review of agenda.

Necessary information:

What are mechanics of procurement?

Understanding of town process to inform our determination of steps needed.

Intention to be sure the committee sits first

Reading of Mission Statement.

- May need to revise to include Pre-K.

- Definition of "viable options" - must be on the Fort River site. Including range of options for locations on site, as well as range of renovation, demolition, rebuild, etc.

- Is there a target budget? No - our charge is to be "fiscally responsible". School committee has a desire to see a range of options. Discussion - good to know budget, some factors may need to be determined first. Potentially look at cost of square foot and work backwards from this information. Determine programming, geotechnical investigation, precedent study, Feasibility study will help determine if town can afford it - we may determine it is in fact not fiscally feasible.

Town Meeting Article 15 reviewed.

***Ms. McGinnis will check warrant to see actual directive Town Meeting voted and forward to the Committee***

Review Feasibility Process potential path. (include slide in Amherst Media for the public)

Town Meeting happens before Schematic Design Process.

Environmental Study is included in the \$250,000? What are the provisions of the environmental study.

Is there a separate article allotting \$25,000 to conduct health assessment/environmental study at FR & WW schools? This may be a better task for the facilities director? Should this committee fold this in? Need more clarity - table for another meeting (***Ms.***

***McGinnis will get this information).***

## Procurement Reviewed

Timeline flexible. All components will vary based on level of discourse. Mr Delaney will support the Procurement process on this committee. Once we choose one, the Project Manager typically takes over task of securing other services, so procurement process not necessary.

What is the trigger point for MSBA? MSBA process typically begins with MSBA.

Recommendation is to start with OPM.

Should we begin liaison relationship with MSBA for this project now? Spring is the next time MSBA accepts proposals. If we submit to MSBA - that decision comes from other committees. We want to understand site conditions and such before applying to MSBA. There is not a clear commitment from the town to underwrite a project without MSBA support.

What questions do we have for the MSBA? We should submit in writing to get clear delivery of questions and a clear response.

## Motion to elect a secretary for the committee -

Role: Collecting information, disseminate information, communicate with other Town Offices, organizations, etc

Handle communications agenda item prior to determining this.

## Communication and Public Outreach

Not necessary to publicize all votes ahead of time. Can vote as needed or use consensus.

Modes of communication:

Web site, Amherst Media, Notes at meetings, public meetings, etc

How often should we be updating the community?

***Schedule session to brainstorm what communications we need.  
(Heather, Nicole, Irene)***

Will we get staff support for administrative tasks the committee requires (copying/creating polls, maintaining website, etc) ***Question for Mike before determining secretary role. Diane will follow up with this.***

OPM will pick up may tasks once established.

Ms. McGinnis will get us copies of Open Meeting Law and Conflict of Interest Information.

Correspondence Secretary & Recording Secretary. Set this as agenda item for next meeting.

## Amherst Media Invoice

Must be volunteer - must be Amherst Media member. \$35 per person trained to transport and run equipment. Amherst MEdia will do the rest to get to air.

More volunteers wanted (three have been trained at \$105 cost).

Unanimous vote to pay.

Committee Planning (56 hours ahead for publicizing)

Next meetings 3:30 - 5:30 Thursday December 14. January 4th

Communications brainstorm prior to the 14th.

Agenda items for next meeting:

Communication and Public Outreach

Development of RFQ for OPM (***Mr. Delaney to provide the previous RFQ to the Committee prior to next meeting***)